

SENIOR ADMINISTRATIVE ANALYST

DEFINITION

Under direction, to perform highly responsible, professional, technical and analytical work in assigned areas such as fiscal, budgetary, and policy issues and problems; to research, analyze and prepare administrative and technical reports; to coordinate the work of subordinate staff as assigned; to provide direct administrative support to division or department head; and to perform related work as required.

CLASS CHARACTERISTICS

This is a lead supervisory level classification with responsibility for technical expertise and standard for one or more major areas within assigned division or department. Incumbents at this level serve as the division or department expert for assigned areas and are expected to research, analyze, and develop solutions or recommendations to technical issues, new legislation, and other complex issues.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead supervision to assigned staff including assigning, directing and reviewing work
 - Provides training and development for division or department staff on new procedures, requirements or legislation
 - Develops and maintains technical expertise in one or more major areas of the division or department to which assigned
 - Performs the most difficult, complex and/or controversial work within areas of expertise
 - Analyzes new procedures, legislation, requirements; evaluates alternatives, develops recommendations, and assists in the implementation of recommendations as approved
 - Prepares a variety of comprehensive reports, correspondence and records; maintains accurate and up to date files and documentation
 - Assists with the preparation and presentation of budgets for assigned units; performs budget and expenditures reviews as assigned
 - Monitors program budgets with accountability for revenue and/or expenditure performance
 - Serves as liaison with other divisions, departments or program representatives; responds to inquiries from the public and others regarding City activities
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- Makes presentations within areas of expertise; attends meetings to represent the

division or department

QUALIFICATIONS

Knowledge of

- Principles and practices of public administration
- Fiscal administration, including principles of budget preparation and expenditure control
- Pertinent federal, state and local laws, rules, and regulations affecting the activities of City government
- Principles and practices of project management
- Taxation policies and the various sources of local government funding
- Principles and practices of research and analysis
- Principles and practices of supervision, training and staff development
- Correct English usage, grammar, spelling, punctuation
- Mathematics and statistics
- Personal computer hardware and software typically found in a modern office

Skill in

- Planning, assigning, directing and reviewing the work of others
- Interpreting, analyzing, and applying federal, state and local laws, rules and regulations related to human resources administration
- Analyzing complex issues, evaluating alternatives and making sound recommendations in a timely manner
- Preparing, verifying and analyzing complex reports, recommendations, records and correspondence
- Organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines
- Representing City policies and programs with other government agencies and the general public as directed
- Responding appropriately, effectively and promptly to the needs of internal and external customers using principles of good customer service
- Establishing and maintaining a variety of filing, record keeping and tracking systems
- Communicating clearly and concisely both orally and in writing
- Using personal computer software for the successful and efficient completion of assigned responsibilities; maintaining proficiency in the applications used by the division
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree in business or public administration, economics or a closely related field, and at least four years of responsible experience in public administrative research and analysis including one year in a lead or supervisory capacity, preferably in a public agency; or two years as an Administrative Analyst with the City of Rocklin.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.